

2026

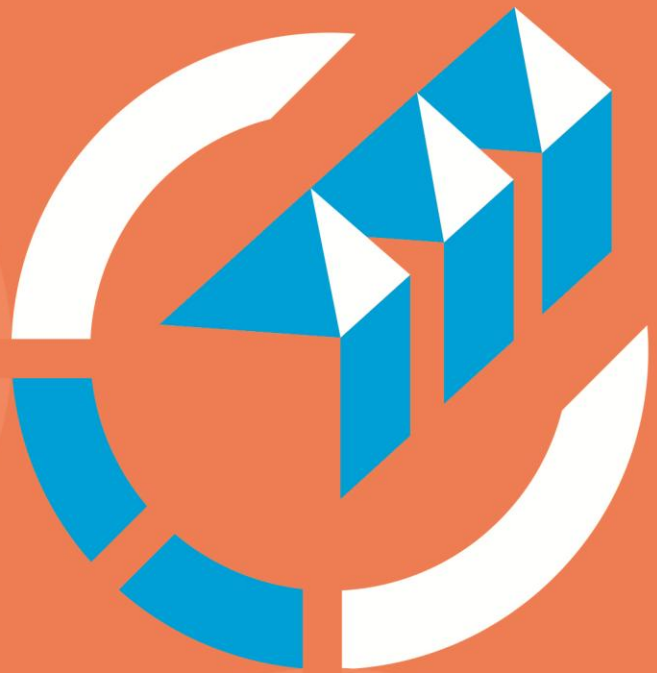


North & East
Housing Association

Building & Supporting Communities

Recruitment Pack

Corporate Services Administrator





About North & East Housing Association

North & East Housing Association exists to provide high quality, secure and affordable housing, appropriate to the needs of families and individuals in the northern and eastern regions of Ireland. We support thriving communities through quality housing and continuing support for our tenants. We are a values-based organisation and a not-for-profit business with social objectives, which means that every penny we make is reinvested in providing homes for those in need of housing.

We provide housing management and tenant support services to projects in twenty-six locations across eleven local authority jurisdictions. North & East is primarily a general needs AHB, but it also provides housing services with partners that focus on housing for people with specific needs.

The Association's Vision is ***'to provide high quality, secure and affordable housing, appropriate to the needs of families and individuals in the northern and eastern regions of Ireland.'*** This Vision is underpinned by three values –



Tenant Centred

- We communicate with tenants in a clear and respectful way and ensure that their voice is heard throughout the organisation.
- We make our tenants aware of their rights and obligations as tenants.



Trustworthy

- We are committed to the highest standards of governance as an AHB and as a Registered Charity.
- We are careful stewards of our housing stock and are committed to high standards of accessibility and environmental sustainability.



Collaborative

- We work in partnership with Local Authorities, Government agencies, other housing associations, voluntary bodies and private developers who share our commitments and values.



Why Work with North & East?

Working with NEHA you will benefit from a highly supportive working environment and an attractive benefits package which includes the following:

- CIH membership after successful completion of probation
- Competitive salaries
- Free parking at NEHA offices
- 25 days Annual Leave
- Company Additional Days
- Hybrid Working – on completion of 3 month's service.
- Individual Training & Development Programme
- Employee Assistance Programme
- Defined Contribution Pension Scheme (automatic enrolment)
- Enhanced Maternity & Paternity Benefit
- Travel & Subsistence Allowance

The Corporate Services function covers office administration, communications, HR, facilities and event management and compliance and regulation. As a member of the Corporate Services team, the Corporate Services Administrator contributes to the first-level support of the wider NEHA team in the areas of general administration, head-office environment meeting events and facilities set up, vendor and staff communication and engagement and compliance.

The role holder will be expected to demonstrate good organisational skills, a degree of ownership for some key processes, self-motivation and the ability to plan for the smooth running of the office environment. The team is small, so flexibility is key, but clarity of priorities is available via direct line management.

NEHA is willing to consider applications for candidates seeking part-time work, but this will be a minimum of 20 hours per week.



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POSITION:	Corporate Services Office Administrator	REPORTING TO	Corporate Services Manager
JOB HOLDER(S):		LOCATION:	Cobalt House, Dublin 15
SALARY	€36,233 to €47,276 (based on Full-time 35 hours/week)	DATE:	April 2026

Principal Objective of Position (the general nature, level, purpose, and objective of the job):

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Responsibilities:

The key accountabilities and associated duties include –

Executive & General Administration Support

- Assist the Corporate Services Manager and the Corporate Services team with a range of general administrative tasks.
- Assist in the production of documents, general correspondence and materials (to include written documentation, scanning, photocopying, presentations, and circulars) for the organisation.
- Proof-reading company documents, statements, and reports and issue to defined addressees as directed.
- Support Manager group with tender administration, invite to tender, prospective provider questions during the tender open period and final communication with any unsuccessful agencies.
- Drafting communications to respond to enquiries by phone, post, email or in person.
- Manage incoming mail, deliveries and courier needs.
- Making bookings for events, travel and accommodation as required.
- Manage internal and external room bookings and meeting room preparation, for meetings co-ordinated by the CS team.
- Organise refreshments for staff meetings and events.
- Greet, assist and/or direct visitors to the office.
- General document management and filing, including any archiving programme.
- Management of stationery and office supplies levels for all offices

Health & Safety Administration

- Administration support to the Health & Safety Committee to include preparation and circulation of agenda for meetings, minute taking at meetings and follow up on actions arising from the meeting.
- Manage contracts for health & safety equipment to include administration of MicroGuard personal safety devices for staff.
- Ensuring supplies of H&S equipment are kept up to date in all offices and ordering any additional equipment as required.
- Establishment and maintenance of the organisation's PPE log ensuring it is kept up to date and ensure annual review of equipment is undertaken.
- Liaise with Corporate Services Manager on related health & safety issues for office and corporate events.
- Facilitate H&S Induction for new staff, including VDU ergonomic assessments.

Communications and Event Administration

- Supporting the Executive Officer on all Corporate Communications matters.
- Supporting the Corporate Services team with the organisation of events and launches and their promotion (for example, arranging catering for events and helping to set up at launches)



HR Administration Support

- Assist the Executive Officer in some aspects of HR administration, e.g., vacancy advertising/posting, candidate engagement for interview set up.
- Assisting with learning and development administration and record keeping.
- Internal scheduling of on-site training events, under the co-ordination of the CSM.
- Set up of induction diary dates, as part of an overall programme structured by CSM.
- Generate Staff ID cards, business cards, and liaison with IT colleagues for office fobs as required.
- Production and update of organograms, key contact lists and other organisational.
- Assist with new starter onboarding in terms of workstation allocation, starter packs, and liaison with IT colleagues for workstation set up.

Data Management

- Assist Corporate Services colleagues with general data/documentation queries, clarifications, and the organisation of the Corporate Services folders/files.

Head Office Facilities

- General upkeep of kitchen and communal areas to ensure optimum use, e.g. tea, coffee, supplies are stocked.
- Set up common space for coffee morning events.
- Flag any maintenance issues to the relevant to running of Head Office to the Facilities Manager
- Meet and greet arrivals including any contractors for planned deliveries.
- Operate a printer paper & copier toner check at regular intervals and refill when necessary.
- Manage output of refuse from kitchen area and liaise with cleaning contractor as needed.
- Organise any general storage areas for optimum use.

Additional Responsibilities

- To positively promote the Association in all activities.
- To exercise discretion in all aspects of the role.
- Sensitivity to confidential matters is required.
- Any other duties which are consistent with the role.



Job Specification

(the minimum qualifications needed to perform the essential functions of the job such as education & experience).

Essential:

- Effective organizational skills, such as planning, forecasting, structuring work plans to support the overall delivery in the business.
- Minimum 3 years' experience in a busy office environment or working in an environment with various stakeholders and interdependencies.
- Work prioritization, diary management skills and ability to take ownership of key processes.
- High level of proficiency in MS. Word, Excel, and Outlook
- VDU assessor accreditation (this will be provided via training package for candidates without current accreditation).
- Effective manual handling skills.
- High standard of written and verbal English.
- Existing right to work in the Republic of Ireland.

Desirable

- Experience of working in the housing/community/not-for-profit sector.
- A working knowledge of housing/facilities management.
- Knowledge of Housing Management software an advantage but not essential.
- Car driver/full licence.

COMPETENCIES:

- Planning & Organising
- Time & Priority Management
- Stakeholder Relationship Skills
- Flexibility
- Teamwork
- Problem Solving



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HOW TO APPLY

If you are interested in this role, please submit your cv along with a covering letter outlining why you are suitable for the role to hr@neha.ie

Closing Date: 5:00 pm on Monday 4th May 2026.

If you have any queries around the role,
please e-mail hr@neha.ie



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